

TAB



25X1A9a

CLASSIFICATION

EMPLOYEE SUGGESTION		SUGGESTION NO.
<div></div> <div>THANK YOU FOR YOUR SUGGESTION. IT HAS BEEN ASSIGNED THE ABOVE NUMBER. IT WILL BE GIVEN CAREFUL CONSIDERATION AND YOU WILL BE INFORMED PROMPTLY OF THE ACTION TAKEN. YOUR INTEREST IN IMPROVING OPERATIONS IS COMMENDABLE &amp; APPRECIATED.</div> <div><div>DATE</div><div>SIGNATURE OF EXECUTIVE SECRETARY, SAC</div></div> <div><div>NAME OF SUGGESTER</div><div>ROOM</div><div>BUILDING</div></div>		(Do Not Write in This Space)
TITLE OR SUBJECT OF SUGGESTION		CLASSIFICATION
A substitute for current fitness report		SUGGESTION NO.
PRESENT METHOD		
<p>Periodic fitness reports, based entirely on past performance, are required to be signed by the employee, the supervisor and the reviewing official. Special attention is now given to avoiding delinquent reports. For grades GS-14 and above, a memorandum in lieu of form 45 may be used, provided the purposes of the fitness report are observed. See [REDACTED]</p> <p>(Note: I do not desire any award for this suggestion; it is submitted in this form in order to achieve broad consideration of its merits.)</p>		
I SUGGEST		
See Attachments A and B		
ADVANTAGES		
See Attachment C.		

## Useful Information Regarding Suggestions

### AN ELIGIBLE SUGGESTION

IS a constructive idea or invention leading to the improvement of methods, equipment or procedures, which will reduce time or cost of operations or which will make working conditions significantly better or safer. It could be a practical way to:

#### ELIMINATE

Cables  
Correspondence  
Duplication  
Projects  
Travel  
Waste

#### COMBINE

Cables  
Procedures  
Programs  
Records  
Reports  
Services

#### IMPROVE

Cables  
Communications  
Facilities  
Morale  
Safety  
Security

#### SIMPLIFY

Cables  
Forms  
Operations  
Publications  
Training  
Workflow

#### SAVE

Cables  
Manpower  
Material  
Money  
Space  
Time

### AN INELIGIBLE SUGGESTION

- IS
- A proposal which calls attention to a need for routine maintenance or repair.
  - A problem which offers no specific solution.
  - A request for supplies, equipment, or services.
  - A proposal for a minor improvement in working conditions that the employee or his immediate supervisor could correct through normal administrative channels such as: direction signs, improved ventilation, lighting, personal convenience matters, etc.
  - An idea which has, as a matter of record, been previously considered.

A proposal will not be evaluated if it is obvious that the potential benefits, if adopted, would not be sufficient to offset the cost of processing. Proposals, in this category, however, will continue to be referred to the proper office for information and action if appropriate.

### SUGGESTION vs JOB RESPONSIBILITIES

An award may be granted to an employee for an adopted suggestion which concerns matters either within or outside of his job responsibilities. However, if within his job responsibilities, it must be so superior or meritorious as to warrant special recognition.

### PROTECTION

Even though an idea is declined, the suggester's rights are protected for two (2) years. If a declined suggestion is adopted within this period, AND if original conditions pertaining to its adoption have not changed, the suggester will be eligible for an award.

### STATUS OF LIMITATIONS

Suggestions must be submitted within two years after adoption to be considered for an award.

### DUPLICATES

An idea which has been suggested within the two (2) year period by another employee is considered to be a duplicate and is declined as a duplicate.

### AWARDS

An award may be a Certificate placed in the suggester's Official Personnel Folder, or cash ranging from \$15 to \$5,000 for adopted suggestions, depending upon the value of the suggestion. This may be increased in exceptional cases. To qualify for a minimum cash award, a suggestion must produce tangible benefits which have a value of at least \$50, or the equivalent in intangible benefits. Cash awards are accompanied by Certificates which are also filed in the Personnel Folders except that awards of \$300 and over are accompanied by a Certificate of Appreciation signed by the Director.

### ASSISTANCE

Your SUPERVISOR can help you develop your idea. Think it through—talk it over.

### SEND IN YOUR SUGGESTIONS

Through your SUPERVISOR or Direct\* to your SUGGESTION AWARDS COMMITTEE.

\*Send all suggestions from the field thru established channels.